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**From:** Nishida, Jane [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=65E465E683C54E1B825F1BAD32DCB099-NISHIDA, JANE]  
**Sent:** 1/24/2021 8:52:53 PM  
**To:** Chen, Team [chen.team@epa.gov]  
**CC:** Dickerson, Aaron [dickerson.aaron@epa.gov]  
**Subject:** RE: Agency Leadership Announcement

Team,

Aaron Dickerson is my scheduler in AO and he can help find a time for the AAPI Tea & Coffee Session.

Jane

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**From:** Chen, Team <chen.team@epa.gov>  
**Sent:** Thursday, January 21, 2021 2:25 PM  
**To:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Subject:** RE: Agency Leadership Announcement

Will do. Is there a scheduler I can work with to reschedule the event or should I put it as TBD until there's more certainty with your schedule?

Thanks,  
Team

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**From:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Sent:** Thursday, January 21, 2021 2:21 PM  
**To:** Chen, Team <chen.team@epa.gov>  
**Subject:** RE: Agency Leadership Announcement

Thanks Team. And yes, please reschedule the Tea & Coffee hour since I am pretty busy in this new role.

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**From:** Chen, Team <chen.team@epa.gov>  
**Sent:** Thursday, January 21, 2021 2:00 PM  
**To:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Subject:** RE: Agency Leadership Announcement

Congrats, Jane! It was really great to see this wonderful news 😊

Please let me know if you'll need to reschedule your Tea & Coffee Hour session given the new role and how busy you'll be. You're currently scheduled for **Thursday, Feb 4<sup>th</sup> at 2:00-3:00pm** and already have a number of people signed up for your session!

Best,  
Team

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**From:** Nishida, Jane <Nishida.Jane@epa.gov>  
**Sent:** Thursday, January 21, 2021 7:15 AM  
**To:** Terrell, Piyachat <Terrell.Piyachat@epa.gov>  
**Cc:** Kitamura, Louise <Kitamura.Louise@epa.gov>; Chen, Team <chen.team@epa.gov>; Huynh-Linenberg, Jacquie

<huynh-linenberg.jacquie@epa.gov>; Johnston, Khanna <Johnston.Khanna@epa.gov>; Chang, Elle  
<chang.elle@epa.gov>

**Subject:** RE: Agency Leadership Announcement

Thanks Piyachat.

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**From:** Terrell, Piyachat <Terrell.Piyachat@epa.gov>

**Sent:** Thursday, January 21, 2021 6:59 AM

**To:** Nishida, Jane <Nishida.Jane@epa.gov>

**Cc:** Kitamura, Louise <Kitamura.Louise@epa.gov>; Chen, Team <chen.team@epa.gov>; Huynh-Linenberg, Jacquie  
<huynh-linenberg.jacquie@epa.gov>; Johnston, Khanna <Johnston.Khanna@epa.gov>; Chang, Elle  
<chang.elle@epa.gov>

**Subject:** FW: Agency Leadership Announcement

Good Morning Jane!

This is exciting, it was a great day yesterday and now we have a wonderful news of you acting as our Administrator.  
Congratulations! So proud to have you lead the Agency during this time.

Warm Regards,  
Piyachat

Piyachat Terrell  
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Green Interns Program Manager

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<https://www.epa.gov/careers/green-interns>

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**From:** MassMailer

**Sent:** Wednesday, January 20, 2021 8:00 PM

**To:** MassMailer <massmailer@epa.gov>

**Subject:** Agency Leadership Announcement



Dear Colleagues,

As you know, President Joseph Biden was inaugurated as our 46th President at noon today, so I am sharing some important transition information with all of you.

Shortly after being sworn in, President Biden signed an Executive Order naming acting heads of federal agencies, pending Senate confirmation of his nominees. For EPA, the President appointed Jane Nishida to serve as EPA's Acting Administrator until the new EPA Administrator is confirmed. Jane currently serves as the Principal Deputy Assistant Administrator for the Office of International and Tribal Affairs (OITA) where she is responsible for the full range of EPA's international and tribal programs. Jane has over 30 years of environmental experience working in federal and state government, and international and nongovernmental organizations. Prior to joining EPA in 2011, she served as the Senior Environmental Institutions Specialist at the World Bank, and from 1995 to 2002, she served as the Secretary of Maryland's Department of the Environment. Jane received a Bachelor of Arts in International Affairs from Lewis & Clark College in Portland, Oregon, and a Juris Doctorate from Georgetown Law Center in Washington, D.C.

I know that you all will join me in supporting Jane as she assumes this important responsibility.

We appreciate everyone's support of the agency's transition activities over the past several months. I am proud of our work with the Biden-Harris Agency Review Team and extend my gratitude to the AO, and the national program and regional offices who provided a substantial level of support to this transition effort.

Wes Carpenter  
Agency Transition Director